



Washington State Department of Early Learning

2014-15 ECEAP ANNUAL CALENDAR

This incorporates contract deliverables.

For ECEAP information, visit www.del.wa.gov/eceap

For ECEAP forms, visit <http://www.del.wa.gov/publications/eceap/>

When	What	Notes
Monthly		
By the 7 th of each month (Sept. through July)	Update ELMS child and family information.	<i>This includes accurate counts of family support visits, parent-teacher conferences, medical exams, dental screenings and developmental screenings.</i>
2 nd W & Th	Monthly training and technical assistance calls for new contractors. Calls with current contractors will be scheduled according to individual needs.	
By the 15 th of each month (August through June)	Enter the <i>Monthly Report</i> in ELMS for the previous month. There must be a Monthly Report for every month you bill, including summer months.	<i>This must be received by DEL before your voucher can be paid.</i>
By the 15 th of each month (August through June), and July 10	Submit an <i>A-19 Invoice Voucher</i> provided by DEL to arrive at DEL by the 15 th of the month for ECEAP services.	
4 th Tuesday, 10:30 a.m. – 12:00 p.m.	Steering Committee conference call	<i>Occurs in September, November, January, February and April. June as necessary.</i>
Upon Occurrence		
Upon hire of new staff	Enter staff qualifications in MERIT for each ECEAP lead teacher, assistant teacher and family support specialist. DEL will notify Contractors when MERIT is ready for ECEAP staff qualifications data entry.	.
Current contractors only: upon renewal of insurance New contractors only: within 15 days of contract start date	Submit a <i>Certificate of Coverage</i> upon renewal of insurance to DEL, unless they are self-insured. New Contractors must send insurance verification within 15 days of the Contract start date. Send certificates to: DEL Financial Services Office, PO Box 40970, Olympia WA 98504-0970.	<i>Contractors who self-insure need not send letters of self-insurance each year.</i>
At least two	Submit a Site Approval Form to obtain written	

When	What	Notes
weeks before class start date	approval for each new classroom or change of classroom location.	
After October 15, within five business days of each child's start in class.	Enter each child's prescreen and application in ELMS, and attach the child to a class within ELMS.	
After October 15, within five business days of each child's last day in class.	Exit all children who are not attending.	
Within 90 days from class start date	Complete health, developmental and dental screenings and ensure each child has a completed medical exam in ELMS.	
July 2014		
1	Sites where new Full School Day or Extended Day ECEAP slots are located must be participating in Early Achievers by the beginning of the contract (July 1). This includes subcontracted sites. Licensed sites with new Full School Day or Extended Day ECEAP slots must be rated Level 3 to 5 within one year of beginning new ECEAP services.	
9-11	WSTC Head Start/Early Head Start directors retreat	<i>Leavenworth</i>
17-20	Early Achievers Institute (http://depts.washington.edu/cqel/spokane.php)	<i>Spokane</i>
29	New Contractor Training	<i>ESD 123, Tri-Cities</i>
31 – 3-Aug	Early Achievers Institute (http://depts.washington.edu/cqel/seatac.php)	<i>SeaTac</i>
August 2014		
Two weeks before class start	New site approval forms due, if applicable.	
4	FDK preconference, at Starting Strong	
5-7	Starting Strong Conference http://esd123.org/startingstrong	<i>Kennewick</i>
8	ELMS Administrators Training – new ECEAP staff	<i>Renton</i>
20	New Contractor Training	<i>Educare, Seattle</i>
31	For Extended Day, full year programs only: Teachers finalize the fall checkpoint in Teaching Strategies GOLD® Online.	<i>Finalize for the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics.</i>
September 2014		
1	Contractor submit 2014-15 Service Area Agreements to DEL.	<ul style="list-style-type: none"> • <i>Sample Service Area agreement</i> • <i>Service Area Agreement Guidance document</i>

When	What	Notes
4-5	Teaching Strategies GOLD Training	<i>Spokane - 8:30-4:00 for new ECEAP staff</i>
5	ELMS Administrators Training – new ECEAP staff	<i>Moses Lake</i>
10-11	Teaching Strategies GOLD Training	<i>Bremerton - 8:30-4:00 for new ECEAP staff</i>
15	Submit 2014-15 ECEAP operating budget to DEL.	<i>Sample operating budget</i>
15	Update Contractor, subcontractor, site and class sections in ELMS.	<i>(See ELMS ECEAP Data Entry – Minimum Requirements on the ELMS news page.)</i>
15 (optional)	Customize priority points for risk factors, in ELMS, if desired.	
23	ECEAP Steering Committee	<i>10:30 a.m. Conference Call</i>
October 2014		
1	Submit staff compensation data on the template provided by DEL.	<i>This template is pre-filled as an example, please complete with your information.</i>
1-2	ECEAP Directors meeting	<i>Olympia</i>
3	Operational Work Group Meeting	<i>Olympia</i>
15	In ELMS, enroll children in classes for all funded slots, including known children with future class start dates. (Exception: For ECEAP classes that share classrooms with Migrant/Seasonal Head Start, Contractors must complete enrollments by October 30. For classes starting in January 2015, this due date is December 15.)	<i>Complete the ELMS prescreen and application modules for children for all funded slots. Exit all children who are not attending.</i>
15 (Optional)	Complete the form within the September ELMS Monthly Report to request to use ECEAP funds as federal match, if applicable.	
15-17	WSA Fall Meeting	<i>Pasco</i>
November 2014		
5-6	Teaching Strategies GOLD Training	<i>Yakima - 8:30-4:00 for new ECEAP staff</i>
5-8	NAEYC Annual Conference	<i>Dallas, TX</i>
13-16	Early Achievers Institute (http://depts.washington.edu/cqel/Institutes.php)	<i>Everett</i>
13-15	WAEYC Annual Conference	<i>SeaTac</i>
15	Teachers finalize the fall checkpoint in Teaching Strategies GOLD® Online.	<i>Finalize for the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics.</i>
19-20	Teaching Strategies GOLD Training	<i>Pasco - 8:30-4:00 for new ECEAP staff</i>
25	ECEAP Steering Committee	<i>10:30 a.m. Conference Call</i>
December 2014		
2-3	Teaching Strategies GOLD Training	<i>Vancouver - 8:30-4:00 for new ECEAP staff</i>
3-5	WSA Directors Meeting	<i>Tukwila</i>

When	What	Notes
15	Complete class enrollment in ELMS for all funded slots including known children with future class start dates.	<i>For expansion sites starting in January</i>
January 2015		
5	Staff verifying ECEAP eligibility and enrollment complete training on eligibility policy and procedures for Part-Day, Full School Day and Extended Day. Staff will access the training online and will receive a certificate of completion.	
12	2015 Legislative session starts	
15 (optional)	Submit requests for Confidential Client Data.	<i>Send to DEL the Request for Confidential Client Contact Information form, available at www.del.wa.gov/eceap. Submit signed Notice and Agreement Regarding Access to Confidential Personal Information form for any person who will or may have access to this information.</i>
27	ECEAP Steering Committee	<i>10:30 a.m. Conference Call</i>
February 2015		
10	WSA Winter Meeting	
24	ECEAP Steering Committee	<i>10:30 a.m. Conference Call</i>
28	Teachers finalize the Winter checkpoint in GOLD® Online.	<i>Finalize for the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics.</i>
March 2015		
3	WERA P-3 Symposium	
10	ECEAP Directors webinar	<i>1 – 3:00 p.m.</i>
15	Submit a completed <i>Funding Renewal Application</i> for the following biennium.	
26-29	Early Achievers Institute (http://depts.washington.edu/cqel/Institutes.php)	<i>Yakima</i>
April 2015		
28	ECEAP Steering Committee	<i>10:30 a.m. Conference Call</i>
May 2015		
6-8	IECC Conference	<i>Tacoma</i>
15	Submit 2015-16 Service Area Agreements to DEL	
30	Teachers finalize the Spring checkpoint in Teaching Strategies GOLD® Online.	<i>Finalize for the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics.</i>

<i>When</i>	<i>What</i>	<i>Notes</i>
June 2015		
2	ECEAP Directors webinar	<i>1 – 3:00 p.m.</i>
7-10	<u>NAEYC Institute for Early Childhood Professional Development</u>	<i>New Orleans, LA</i>
15	Submit Self-assessments to DEL	
15	Submit Financial Disclosure Certification to DEL	
30	Return signed contracts to DEL	
30	Complete Early Achievers registration by June 30, 2015. All ECEAP sites must apply for and complete Entry Level 3 by June 30, 2015.	
July 2015		
10	Final ELMS monthly report due	
10	Submit final <i>A-19 Invoice Voucher</i> for June.	
10	Submit 2014-15 year-end budget statement.	